



State of Tennessee Department of Children’s Services  
New/Revised Policies and Updates

TO: All Department of Children’s Services Employees  
FROM: Mary Hubbert, Planning and Policy Development  
DATE: November 10, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the “Standards” section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

\*The **PREVIEW** notation below indicates that this revised/new policies and procedures will be placed in the **PREVIEW** folder on the "Policies and Procedures" web page for a maximum of thirty (30) days (or less) prior to their effective date. This 30-day **PREVIEW** period is designated for policy review, interpretation and/or training. After the 30-day **PREVIEW** period ends, policies and procedures will be moved to their respective Policy Chapter.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	14.27	<a href="#">Family Crisis Intervention Services</a>	14	11/15/08	<a href="#">CS-0498, Family Intervention Services Application</a> <a href="#">CS-0499, Juvenile/Family Certification</a> <a href="#">CS-0787, Non-custodial Service Plan</a> <a href="#">CS-0818, Family Intervention Services Case File Documentation</a> <a href="#">CS-0819, Family Intervention Services Case Closure</a>

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<b>Summary of Policy revisions for 14.27: Supersedes 14.27, 05/01/08; Section H, 1 revised to update the Records Disposition Authority (RDA) for Closed CPS Non-Custodial Case Files - <u>2993</u>. Minor policy review required.</b>					
2.	16.4	<a href="#"><u>Resource Home Approval</u></a>	16	11/01/08	<a href="#"><u>CS-0845- Background Checklist and Results Summary</u></a> <a href="#"><u>CS-0741- Database Search Results</u></a> <a href="#"><u>CS-0871 – Resource Family Disaster Plan</u></a> <a href="#"><u>CS- 0688 – Resource Parent Application for Parenting</u></a> <a href="#"><u>CS-0690 - Resource Home Study and Verifications Checklist</u></a> <a href="#"><u>CS-0668 - Authorization for Release of information</u></a> (for all adults in the home) <a href="#"><u>CS-0691 - Fingerprint Card Information</u></a> <a href="#"><u>CS-0687 - Internet Records Clearance</u></a> (for all adults in the home) <a href="#"><u>CS-0676 - Home Safety Checklist</u></a> <a href="#"><u>CS- 0431 - Monthly Income &amp; Expenditures Form</u></a> <a href="#"><u>CS-0678 – Resource Parent Medical Report</u></a> (for all adults in the home) <a href="#"><u>CS 0427 – Child’s Medical Record</u></a> (for all children in the home) <a href="#"><u>CS-0673 - Oath of Confidentiality</u></a> <a href="#"><u>CS-0670 - Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</u></a> <a href="#"><u>CS-0553 – Discipline Policy</u></a> <a href="#"><u>CS-0709, - Resource Home Recording</u></a> <a href="#"><u>CS- 0697 - REACT Family Entry Form</u></a>

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					<a href="#"><u>Substitute W-9 Form</u></a> <a href="#"><u>CS-0702 - Resource Parent Approval</u></a> <a href="#"><u>CS-0845- Background Checklist and Results Summary</u></a>
<b><u>Summary of Policy revisions for 16.4: Section H, 2:</u></b> The term "local courts" clarified to refer to Criminal and General Sessions Courts. Minor policy review required.					

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3.	16.8	<a href="#">Responsibilities of Resource Homes</a>	16	11/01/08	<a href="#">CS-0675, Resource Family Cover Sheet</a> <a href="#">CS-0630, Resource Home Prescription Medication Record</a> <a href="#">CS-0668, Authorization for Release of information</a> <a href="#">CS-0687, Internet Records Clearance</a> <a href="#">CS- 0431, Monthly Income &amp; Expenditures Form</a> <a href="#">CS-0689, Health Services Confirmation and Follow up Notification</a> <a href="#">CS-0673, Oath of Confidentiality</a> <a href="#">CS-0670, Oath to Report Suspected Child Abuse or Neglect and to Abide by Child Safety Restraint Laws</a> <a href="#">CS-0553, Discipline Policy</a> <a href="#">CS-0692, Resource Home Mutual Re-assessment</a> <a href="#">CS-0707, Annual Resource Parent Medical Self Report</a> <a href="#">CS-0678, Resource Parent Medical Report (if Applicable)</a> <a href="#">CS-0702, Resource Parent Approval</a> <a href="#">CS-0493, Standard Claim Invoice</a> <a href="#">CS-0685, Resource Home Update Checklist (If Applicable)</a> <a href="#">CS-0706, Runaway/Escapee Checklist (If Applicable)</a> <a href="#">CS-0698, REACT Status Form (if applicable)</a> <a href="#">CS-0741, Data Base Search Results</a> <a href="#">CS-0773, Resource Home Addendum</a> <a href="#">CS-0646 Background Checklist and Results Summary</a> <a href="#">CS- 0871 Resource Family Disaster Plan</a>
<ul style="list-style-type: none"> <li>▪ <b>Major Policy Review:</b> Policy revisions are substantial (<i>i.e.</i>, revisions are in multiple sections of the policy that may impact current practice or process).</li> <li>▪ <b>Minor Policy Review:</b> Policy revisions are minor (<i>i.e.</i>, revisions consist of minor editing or “word-smithing” and does not impact current practice or process).</li> <li>▪ If forms are copied and stocked for use, always check the “Forms” Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.</li> </ul>					

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<b>Summary of Policy revisions for 16.8: Section O, d:</b> The term "local courts" clarified to refer to Criminal and General Sessions Courts. Minor review required.					
4.	16.20	<a href="#"><u>Expedited Custodial Placements</u></a>	16	11/01/08	<a href="#"><u>Authorization for Release of information, form CS-0668</u></a> (for all adults in the home) <a href="#"><u>Internet Reference Clearance, form CS-0687</u></a> (for all adults in the home) <a href="#"><u>Resource Home Study Verifications Checklist, CS-0690</u></a> <a href="#"><u>Expedited Child Placement Contract, form CS-0626</u></a> <a href="#"><u>Resource Home Placement Checklist, form CS-0544</u></a> <a href="#"><u>Discipline Policy, form CS-0553</u></a> <a href="#"><u>Disclosure Statement (Options/Services Available to Relatives), form CS-0660</u></a> <a href="#"><u>Fingerprint Card Information, form CS-0691</u></a> (for all adults in the home) <a href="#"><u>Expedited Placement Assessment Summary, form CS-0682</u></a> <a href="#"><u>Resource Parent Medical Report, form CS-0678</u></a> <a href="#"><u>Child's Medical Record, form CS-0427</u></a> (when applicable) <a href="#"><u>Data Base Search Results, CS-0741</u></a> <a href="#"><u>Background Criminal History- Expedited/Emergency Purpose Code X III Name Check, form CS-0750.</u></a> <a href="#"><u>Resource Family Disaster Plan, form 0871</u></a> <a href="#"><u>Background Checklist and Results Summary, form CS-0845</u></a>

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<b>Summary of Policy revisions for 16.20:</b> Section A, 1, b: The term "local courts" clarified to refer to Criminal and General Sessions Courts. Minor review required.					
5.	16.23	<a href="#">Resource Home Case Files</a>	16	11/01/08	None
<b>Summary of Policy revisions for 16.23:</b> Section C, 3, a: The term "local courts" clarified to refer to Criminal and General Sessions Courts. Minor review required.					
6.	16.31	<a href="#">Permanency Planning</a>	16	12/01/08	<a href="#">CS-0746 Meeting Notification</a> <a href="#">CS-0577 Permanency Plan</a> <a href="#">CS-0745 Criteria &amp; Procedures For Termination Of Parental Rights</a> <a href="#">CS-0650 Interdependent Living Plan</a> <a href="#">CS- 0681 Request for Goal of Planned Permanent Living Arrangement</a> <a href="#">CS-0747 Child and Family Team Meeting Summary</a>
<b>Summary of Policy revisions for 16.31:</b> Supersedes 16.31, 01/29/08: Revisions made to Sections A-3 and 4, Section B, numbers 3, 5, 7, and 8; Section C-4 and 5, Section I-4, Section J-7-e. Major policy review required. <b>On Preview</b>					
7.	16.33	<a href="#">Permanency Hearings</a>	16	12/01/08	<a href="#">CS-0746- Meeting Notification</a> <a href="#">CS-0577 Permanency Plan (when applicable)</a> <a href="#">CS-0430 Quarterly Progress Report on Child in State Custody (when applicable)</a>
<b>Summary of Policy revisions for 16.33:</b> Supersedes 16.33; Revisions made to Sections B- 6, 7, 8; C- 2-c and d; Minor policy review required. <b>On Preview</b>					

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8.	16.51	<a href="#">Interdependent Living Plan</a>	16	12/01/08	<a href="#">CS-0812 Personal Household Budget</a>
<b>Summary of Policy revisions for 16.51:</b> Supersedes 16.51, 08/15/07; Revisions made to Sections A, 2; B, 1, 2, a, and added Note; C- introductory statement added; D, 2, 3, c, d, and e. Minor policy review required. On <b>Preview</b>					
9.	16.52	<a href="#">Eligibility For Interdependent Living and Voluntary Post Custody Services</a>	16	12/01/08	<a href="#">CS-0761 Interdependent Living Program Review Request</a>
<b>Summary of Policy revisions for 16.52:</b> Supersedes 16.52, 08/15/07; Revisions made to Sections A, 1, 3 and 4; B; C, 1, 3, 5, 6, 7, and 8; G, 1, H, 4; Note added, K, 2, L.,1, b; L, 2; I,1, 2, and 5; M, 4; P, 1-4. Major policy review required. On <b>Preview</b>					
10.	16.53	<a href="#">Identifying and Accessing Interdependent Living Services</a>	16	12/01/08	<a href="#">Authorization To Vendor</a>
<b>Summary of Policy revisions for 16.53:</b> Supersedes 16.53, 08/15/07: Revisions made to Sections A, 1 and Note added; Section A,1-4 and 8; B, 4 and 5; C, 2 and Note added. Minor policy review required. On <b>Preview</b>					
11.	16.54	<a href="#">Provision of Voluntary Post Custody Services To Young Adults</a>	16	12/01/08	<a href="#">CS-0488- Rights and Responsibilities to Receive DCS Post-Custody Services</a> <a href="#">CS-0489- Justification to Providing Services to Persons Over 18</a> <a href="#">CS-0746- Meeting Notification</a> <a href="#">CS-0759- Refusal of Post Custody Services Notification- Youth Leaving Custody</a> <a href="#">CS-0760-Notice of Denial, Termination, Or Change in DCS Post Voluntary Custody or Scholarship Services</a> <a href="#">CS-0761 Interdependent Living Program Review Request</a> <a href="#">CS-0778 Application for Post Custody Services</a>
<b>Summary of Policy revisions for 16.54:</b> Supersedes 16.54, 08/15/07; Revisions made to Sections A, 10, 11, 14 and 16; C, 8; D, 5, 7, and 13; F, 1, c, and Note added. Minor policy review required. On <b>Preview</b>					

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12.	16.55	<a href="#">Post Secondary Scholarships; Education and Training Vouchers (ETVs) and State Funded Scholarship (SFS-)</a>	16	12/01/08	<a href="#">CS-0599 Application for Post Secondary Funding</a> <a href="#">CS-0668 Authorization for Release of Information</a>
<b>Summary of Policy revisions for 16.55:</b> Supersedes 16.55, 08/15/08; Revisions made to Sections B, 4 a, and b; C, 2, b and 4, a. Minor policy review required. On <b>Preview</b>					
13.	16.60	<a href="#">Multiple Response Services-Family Services Worker Responsibilities</a>	16	11/15/08	<a href="#">CS 0498 Family Intervention Services Application</a> <a href="#">CS 0668, Authorization for Release of Information to the Department of Children's Services and Notification of Release</a> <a href="#">CS-0699, Notices of Privacy Practices</a> <a href="#">CS-0726, Child Protective Services/Non-Custodial Case File Documentation and Organization Checklist</a> <a href="#">CS-0787, Non Custodial Permanency Plan</a> <a href="#">CS-0827, Non Custodial Consent for Transportation</a>
<b>Summary of Policy revisions for 16.60:</b> Supersedes 16.60, 07/01/08: Policy revised to clarify guidelines and procedures for documentation and organization of FSW non-custodial case files. All non-custodial (CPS, MRS, FCIP and FSW non-custodial) case files will be documented and organized per form CS-0726 CPS-Non-Custodial Case File Documentation and Organization Checklist. Added new manual to Collateral section: <a href="#">A Case Worker's Guide to Opening and Transitioning Cases (Pending finalization)</a> that outlines time frames/ documentation and pertinent information required by the FSW or applicable staff for all service type cases. Minor policy review required.					
14.	31.7	<a href="#">Building, Preparing and Maintaining Child and Family Teams</a>	16	12/01/08	<a href="#">CS-0746 - Meeting Notification</a> <a href="#">CS-0747- Child and Family Team Meeting Summary</a>
<b>Summary of Policy revisions for 31.7:</b> Supersedes 31.7, 12/27/07; Revisions include: Last line of <a href="#">Policy statement</a> deleted; Sections B, c, iii; E, f & g; F-2, a-h and F-3, e. Major policy review required. On <b>Preview</b>					

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